



**To:** Permitted Designers and Installers

**From:** William E. Evans P.E., Administrator  
Subsurface Systems Bureau

**Date:** 2/4/2009

**Re:** Guidance on Continuing Education

---

Pursuant to RSA 485-A:35 & 36, permitted designers and installers are required to complete three hours of DES approved continuing education annually effective January 1, 2009. This requirement must be met to be eligible for each biennial permit renewal. Within each two-year period, at least three of the six credit hours must be obtained by attending educational seminars offered by Subsurface Systems Bureau staff. Please note; individuals jointly licensed as both a designer and installer are only required to obtain three-credit hours per year.

Subsurface System Bureau staff will conduct educational seminars throughout the state that will provide continuing education credit hours. A slide presentation will be given addressing new and existing bureau rules, the status of the e-permitting program and other current items of interest. An open discussion will follow the presentation to allow designers and installers to ask questions of the bureau staff. Individuals attending these seminars will be awarded three credit hours.

Additional opportunities to obtain continuing education credit hours are available. Pre-approved seminars or workshops may qualify for credit hours provided that the topics include issues pertinent to the Subsurface System Bureau (i.e., onsite wastewater treatment and disposal and subdivision of land) and/or the other NHDES Land Resources Management Programs (i.e., Alteration of Terrain Program, Drinking Water and Groundwater Bureau, Wetlands Bureau and the Shoreland Protections Program).

Bureau staff will be presenting at the following seminars, which will qualify for the required three credit hours of continuing education:

1. GSDI Annual Conference, Manchester, NH (<http://www.gsdia.org>).

2. NHDES Land Resource Management Seminars:

Each year from January to March three multi topic workshops are held. Credit will be given for these workshops. Registration information is available at [http://des.nh.gov/organization/commissioner/pip/calendar/2009/documents/09\\_lrmflyer.pdf](http://des.nh.gov/organization/commissioner/pip/calendar/2009/documents/09_lrmflyer.pdf) . Pre-registration is required and space is limited. Please refer to the [Wetlands Bureau](http://des.nh.gov/organization/divisions/water/wetlands/index.htm) website at <http://des.nh.gov/organization/divisions/water/wetlands/index.htm> for dates and details.

An updated list of approved educational seminars will be listed on the DES website at <http://des.nh.gov> (go to the A-Z list and select "[Septic Systems](#)" then "Education and Outreach"). Please note that pre-registration is required.

Attendance and credit hours will be recorded and tracked by DES. Registration and sign-in at these seminars is required to obtain credits. Picture ID will be required at sign-in.